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Chairman, Working Group on EXTENSION TRAINING

28 November 1951

Executive Secretary/Career Service Committee

CIA Requirements for Extension Training under the
Career Service Program

1. The Career Service Committee met Monday, 26 November 1951 and feels that the Working Group on Extension Training has gone far enough in its mission of surveying the types of extra-CIA training that are required, and that dissemination of the proposed questionnaire might conflict with related work presently being undertaken by O/TR. The designation of particular types of training and facilities can best be worked out between O/TR and the using Offices. The list already prepared will be valuable for this purpose.

2. The Committee desires that the Working Group now direct its attention to the mechanics of

- (1) Selecting individuals from the Agency for such training.
- (2) Devising a means of making them available from their regular jobs.

In other words, who (i.e. from what offices) is to receive extension training, and how many how are these individuals to be selected; should T/O slots be set up for trainees while undergoing training, and if so, how many and on whose T/O; who does the work of the trainee in his absence; does the trainee return to the same job upon completion of the training period, or to a better job; etc.

3. Close liaison between the chairman of the Working Groups on Rotation and on Extension Training should be maintained in dealing with these problems.

4. The Working Group should consider the problem what training should be offered in CIA, and what outside. It may consider its mandate broadened to consider training in general as it relates to this problem. The question, whether particular training objectives can best be accomplished on the job, or through seminars or courses should be discussed. The question of security outside the Agency should be considered.

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